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#MDPURPOSE

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## FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Mid-Del offers healthy meals every school day. Breakfast and lunch are free this school year for all children enrolled in school. This application will be used to help identify Title One benefits, free/reduced ACT/SAT tests, and other benefits you or your child's school may be entitled to. This packet includes an application for free or reduced-price meal benefits and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

### 1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from (**Supplemental Nutrition Assistance Program [SNAP]**), (**Food Distribution Program on Indian Reservations [FDPIR]**), or (**Temporary Assistance for Needy Families [TANF]**) are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits on the federal Income-Eligibility Guidelines (IEGs). Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2021-22					
Household size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
Each additional person:	8,399	700	350	324	162

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Dr. Cordell Ehrich at (405)737-4461 ext. 1226 or [Cehrich@mid-del.net](mailto:Cehrich@mid-del.net).
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your child's cafeteria, the Child Nutrition office at 4731 Judy Dr Del City, OK 73115, or FAX it to the Child Nutrition office at (405)582-7092.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Renee at (405)582-7079 ext. 4488 or [mjones@mid-del.net](mailto:mjones@mid-del.net) immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <http://mid-delchildnutrition.com> to begin or to learn more about the online application process. Contact Renee at [Mjones@mid-del.net](mailto:Mjones@mid-del.net) if you have any questions about the online application.
6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC *MAY* be eligible for free or reduced-price meals. Please send in an application.
8. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
9. IF I DO NOT QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit, or your household size increases.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Dr. Cordell Ehrich 7217 SE 15th Midwest City, OK 73110 or [Cehrich@mid-del.net](mailto:Cehrich@mid-del.net) or (405)737-4461 ext. 1226.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A UNITED STATES (U.S.) CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you *NORMALLY* receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will *ALSO* be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you *MEANT* to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for (SNAP) or other assistance benefits, contact your local assistance office or call 1-866-411-1877.

If you have other questions or need help, call (405) 582-7079.

Sincerely,

Denise Smith M.A.  
 Director of Child Nutrition Programs  
 Mid-Del Public Schools

## HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit *ONE* application per household, even if your children attend more than one school in Mid-Del Public Schools. The application must be filled out completely to certify your children for free or reduced-price school meals.

Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Renee Jones by calling (405)582-7079 or emailing [Mjones@mid-del.net](mailto:Mjones@mid-del.net).

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION, AND DO YOUR BEST TO PRINT CLEARLY.**

### **STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12**

Tell us how many infants, children, and school students live in your household. They do *NOT* have to be related to you to be a part of your household.

#### **Who should I list here?**

When filling out this section, please include *ALL* members in your household who are:

- Children aged 18 or under *AND* are supported with your household's income.
- In your care under a foster arrangement or qualify as homeless, migrant, or runaway youth.
- Students attending Mid-Del Public Schools, *regardless of age*.

- A. *List each child's name.* For each child, print his/her name, middle initial, and last name. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.
- B. *Is the child a student at Mid-Del Public Schools?* Mark *Yes* or *No* under the column titled *Student*.
- C. *If the child attends a Mid-Del school* please print what school and grade they will be in for the 2021-22 School Year.
- D. *Do you have any foster children?* If any children listed are foster children, mark the *Foster Child* box next to the child's name. If you are *ONLY* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions. If you are applying for both foster and nonfoster children, go to STEP 3. **Foster children who live with you may count as members of your household and should be listed on your application.**
- E. *Are any children homeless, migrant, or runaway?* If you believe any child listed in this section may meet this description, please mark the *Homeless, Migrant, Runaway* box next to the child's name and **complete all steps of the application.** Please contact Dr. Cordell Ehrich for all homeless applications. (405)737-4461 ext 1226 or [Cehrich@mid-del.net](mailto:Cehrich@mid-del.net).

### **STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), OR FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPiR)?**

If *Yes*, record the proper case number (only one per household) in the box. Skip to STEP 4.

If *anyone* in your household participates in the assistance programs, your children are **ELIGIBLE** for free school meals.

*If NO ONE in your household participates in any of the above programs:*

- Skip to STEP 3 on these instructions and STEP 3 on your application.
- Leave STEP 2 blank.

### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

#### How do I report my income?

- Use the charts titled *Sources of Income for Adults* and *Sources of Income for Children* printed on the back side of the application form to determine if your household has income to report.
  - Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
    - Gross income is the total income received before taxes.
    - Many people think of income as the amount they *take home* and not the total *gross* amount. Make sure that the income you report on this application has **NOT** been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
  - Write a 0 in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write 0 or leave any fields blank, you are certifying (promising) that there is no income to report. **If local officials suspect that your household income was reported incorrectly, your application will be investigated.**
  - Mark how often each type of income is received using the check boxes to the right of each field.
- A. **Report all income earned or received by children.** Refer to the chart titled *Sources of Income for Children* in these instructions, and report the combined gross income for ALL children listed in STEP 1 in your household in the box marked *Total Child Income*. Only count foster children's income if you are applying for them together with the rest of your household.

#### What is Child Income?

Child income is money received from outside your household that is paid **DIRECTLY** to your children. Many households do not have any child income. Use the chart below to determine if your household has child income to report.

#### Sources of Income for Children

Sources of Child Income	Example(s)
• Earnings from work	• A child has a regular full- or part-time job where he/she earns a salary or wages
• Social Security <ul style="list-style-type: none"><li>— Disability payments</li><li>— Survivor's benefits</li></ul>	• A child is blind or disabled and receives social security benefits • A parent is disabled, retired, or deceased, and his/her child receives social security benefits
• Income from persons <b>OUTSIDE</b> the household	• A friend or extended family member <b>REGULARLY</b> gives a child spending money
• Income from any other source	• A child receives income from a private pension fund, annuity, or trust

#### FOR EACH ADULT HOUSEHOLD MEMBER:

##### Who should I list here?

When filling out this section, please include **ALL ADULT** members in your household who are:

- Living with you and share income and expenses, *even if not related and even if they do not receive income of their own.*

Do **NOT** include people who:

- Live with you but are not supported by your household's income **AND** do not contribute income to your household.
- Infants and children and students already listed in STEP 1.

##### How do I fill in the income amount and source?

##### FOR EACH TYPE OF INCOME:

- Use the charts in this section to determine if your household has income to report.
- Report all amounts in **gross income ONLY**. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes or deductions.
  - Many people think of income as the amount they *take home* and not the total *gross* amount. Make sure that the income you report on this application has **NOT** been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a 0 in any fields where there is no income to report. Any income fields left empty or blank will be counted as zeroes. If you write 0 or leave any fields blank, you are certifying (promising) that there is no income to report. **If local officials have known or available information that your household income was reported incorrectly, your application will be verified for cause.**
- Mark how often each type of income is received using the check boxes to the right of each field.

- B. **List adult household members' names.** Print the name of each household member in the boxes marked *Names of Adult Household Members (First and Last)*. **Do not list any household members you listed in STEP 1.** If a child listed in STEP 1 has income, follow the instructions in STEP 3, Part A.
- C. **Report earnings from work.** Refer to the chart titled *Sources of Income for Adults* in these instructions, and report all income from work in the *Earnings From Work* field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenues.
- D. **Report income from public assistance/child support/alimony.** Refer to the chart titled *Sources of Income for Adults* in these instructions, and report all income that applies in the *Public Assistance/Child Support/Alimony* field on the application. Do not report the value of any cash value public assistance benefits **NOT** listed on the chart. If income is received from child support or alimony, only **court-ordered** payments should be reported here. Informal regular payments should be reported as *Other* income in the next part.
- E. **Report income from pensions/retirement/all other income.** Refer to the chart titled *Sources of Income for Adults* in these instructions, and report all income that applies in the *Pensions/Retirement/All Other Income* field on the application.
- F. **Report total household size.** Enter the total number of household members in the field *Total Household Members (Children and Adults)*. This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free or reduced-price meals.
- G. **Provide the last four digits of your social security number.** The household's primary wage earner or another adult household member must enter the last four digits of his/her social security number in the space provided. **You are eligible to apply for benefits even if you do not have a social security number.** If no adult household member has a social security number, leave this space blank and mark the box to the right labeled *Check if no SSN*.

Sources of Income for		
Earnings From Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All Other Income
<ul style="list-style-type: none"> <li>• Salary, wages, cash bonuses</li> <li>• <b>NET</b> income from self-employment (farm or business)</li> </ul> <p><b>If you are in the U.S. Military:</b></p> <ul style="list-style-type: none"> <li>• Basic pay and cash bonuses (<b>do NOT include combat pay, FSSA, or privatized housing allowances</b>)</li> <li>• Allowances for off-base housing, food, and clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Unemployment benefits</li> <li>• Worker's compensation</li> <li>• Supplemental Security Income (SSI)</li> <li>• Cash assistance from state or local government</li> <li>• Alimony payments</li> <li>• Child support payments</li> <li>• Veteran's benefits</li> <li>• Strike benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security (including railroad retirement and black lung benefits)</li> <li>• Private pensions or disability benefits</li> <li>• Regular income from trusts or estates</li> <li>• Annuities</li> <li>• Investment income</li> <li>• Earned interest</li> <li>• Rental income</li> <li>• <b>REGULAR</b> cash payments from outside household</li> </ul>

#### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

**All applications must be signed by an adult member of the household.** By signing the application, that household member is promising that all information has been truthfully and completely reported. **Before completing this section, please also make sure you have read the privacy and civil rights statements on the application.**

- A. ***Provide your contact information.*** Write your current address in the fields provided if this information is available. **If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals.** Sharing a phone number, e-mail address, or both is optional, but helps us reach you quickly if we need to contact you.
- B. ***Print and sign your name.*** Print your name in the box *Printed Name of Adult Completing the Form*. Sign your name in the box *Signature of Adult Completing the Form*.
- C. ***Today's date.*** In the space provided, write today's date. Every application is stamped with the date it is received in the CN office.
- D. ***Share children's racial and ethnic identities (optional).*** On the back of the application, we ask you to share information about your children's race and ethnicity. **This field is optional and does not affect your children's eligibility for free or reduced-price school meals.**

# 2021-22 Mid-Del Schools Household Application for Free and Reduced Price School Meals

Apply online at: <http://mid-delchildnutrition.com>.

Complete one application per household. Please use a pen (not a pencil).

## STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related."  
  
Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Legal Last Name-as it appears on Birth Certificate	DOB	Grade	Mid-Del School child attends or NA if not in school	Foster Child	Homeless, Migrant, Runaway
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Check all that apply

## STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

If **NO** > Go to STEP 3. If **YES** > Write a case number here then go to STEP 4 (Do not complete STEP 3)

**Case Number:**  **Program Name:**

Write only one case number in this space. Sooner Care is not a qualifier for free meals

## STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?  
  
Flip the page and review the charts titled "Sources of Income" for more information.  
  
The "Sources of Income for Children" chart will help you with the Child Income section.  
  
The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

**A. Child Income**  
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income: \$

How often?  
 Weekly  Bi-Weekly  2x Month  Monthly

**B. All Adult Household Members (including yourself)**  
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly
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Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check here if no SSN

## STEP 4 Contact information and adult signature.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available)  Apt #

City  State  Zip

Email (optional)

Printed name of adult signing the form

Signature of adult

Phone Number (optional)

Today's date Mo/Day/Yr





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## SHARING INFORMATION WITH MEDICAID/SOONERCARE

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Dear Parent/Guardian:

If your children get free or reduced-price school meals, they **MAY** also be able to get free or low-cost health insurance through Medicaid or Sooner Care. Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, ***the law allows us to tell Medicaid and Sooner Care that your children are eligible for free or reduced-price school meals unless you tell us not to.*** Medicaid and Sooner Care only use the information to identify children who may be eligible for their programs. Program official may contact you to offer to enroll your children. Filling out the Application for Free and Reduced-Price School Meals does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or Sooner Care, fill out the form below and send in. (Sending in this form will not change whether your children get free or reduced-price school meals.)

**No! I DO NOT want information from my Application for Free and Reduced-Price School Meals shared with Medicaid or Sooner Care.**

If you checked NO on the box above, fill out the form below to ensure that your information is not shared for the child(ren) listed below.

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

For more information, you may call your child's school.

"This institution is an equal opportunity provider."

# MID-DEL CHILD NUTRITION

School Year 2021 22

## Child Nutrition Charge Policy

It is the goal of the Mid-Del Schools Child Nutrition Program to make available to every student a nutritious, well-prepared breakfast and/or lunch every day. A soft-ware program is used in the cafeterias and a personal account has been created for each student. Students will be issued a personal identification number to access their account. You may pre-pay into this account with cash, personal checks and/or *My School Bucks* online program (fee applied) at [www.myschoolbucks.com](http://www.myschoolbucks.com). We encourage all parents/guardians to use our free **My School Bucks** online software to monitor your student's purchases and meal account activity.

Students cannot charge Ala Carte food items.

If you have any questions, please feel free to contact the Child Nutrition Department at (405)582-7079.

## Monitor Your Student's Meal Account

Mid-Del Schools offers a free online service that provides a quick and easy way to view recent purchases, check balances, set-up low balance alerts and add money to your student's meal account using a credit/debit card or electronic check.

### **MySchoolBucks provides:**

**Convenience - Available 24/7 on the web** or with the **Mobile App** for your iPhone, Android or Windows phone!

**Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your student to take money to school. (Fee applies)

**Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!

To enroll: go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account. You will receive a confirmation email with a link to activate your account. Add your students using their school name and student ID. Online payment to your students' accounts will incur a processing fee. *You will have the opportunity to review any fees and cancel if you choose, before you are charged.*

If you have any questions, contact MySchoolBucks directly:

[parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com)

phone 1-855-832-5226

[myschoolbucks.com](http://myschoolbucks.com) and click on Help/FAQ's